ECE SPECIAL TOPIC OR NEW COURSE PROPOSAL – INSTRUCTIONS

A faculty member must use this form to propose a Special Topic course or a New Permanent Course in the School of ECE. Either during or after the third offering of a Special Topic course, the instructor may propose for the course to become permanent and be listed in the GT Catalog. To allow for curriculum planning and course scheduling, the proposal process should begin before 1 February for a Fall Semester offering and 15 September for a Spring Semester offering. Special Topic courses are included in the course budget of the TIG that is consistent with the domain of the course.

The proposal form has two parts, an ECE part and an ICC part; both parts are to be filled out. Below the steps are listed for each Special Topic offering or permanent course proposal. Please direct any questions to the ECE Senior Associate Chair.

1. Special Topic, First Offering (please submit by the appropriate deadline given above)
   1. Review two sections in the ECE Faculty Handbook: (1) Operational Procedures Instruction, Guidelines and (2) Academic Courses, Approval Procedures for Course Changes at <https://www.ece.gatech.edu/sites/default/files/documents/faculty-staff/faculty_handbook.pdf> . Review the ECE resources for teaching and learning at <https://www.ece.gatech.edu/faculty-teaching-and-learning-resource-page> and the resources at the Georgia Tech Center for Teaching and Learning website, <http://www.ctl.gatech.edu/resources> .
   2. Complete this form (both pages) and send it electronically, along with the course syllabus, to the chair of the TIG of the course domain and copy the ECE Senior Associate Chair. It is important that the syllabus include all the items on the “Syllabus Checklist” on the ECE part of the form. For courses with substantial laboratory or project work, a 2-3-3 or 3-3-4 credit distribution may be appropriate.
   3. After the TIG approves the course, confirm that the TIG chair sends the materials to the chair of the appropriate ECE Curriculum Committee (either graduate or undergraduate). The current TIG chairs and CC chairs are listed at <https://secure.ece.gatech.edu/pli> .
2. Special Topic, Second or Later Offerings (please submit by the appropriate deadline given above)
   1. Same as Items 1.b and 1.c above, but the package must include a summary of grades assigned and CIOS student evaluations for all previous offerings of the course. A Special Topic course must be approved by the TIG and the appropriate ECE Curriculum Committee each time it is offered.
3. New Course Proposal, after the second or later Special Topic offering (please submit by the appropriate deadline given above)
   1. Repeat Items 1.b, 1.c, and 2.a above.
   2. Fill in and sign the Signature Sheet, and send to the Senior Associate Chair.
   3. Coordinate with the Senior Associate Chair to have the ECE faculty vote on the New Course Proposal. Attend the faculty meeting, if possible, to answer any questions about the course.
   4. After a successful vote by the faculty, the Senior Associate Chair and ECE Chair will sign the Signature Sheet.
   5. The ECE Senior Associate Chair forwards the ICC part of the form, the Syllabus, and the Signature Sheet to the College of Engineering Associate Dean for Academic Affairs, who after signing, forwards it to the Institute Curriculum Committee (ICC).
   6. Nominally, the Senior Associate Chair will defend the proposal at the ICC meeting, however, it will be helpful for the proposing faculty member to also be present to answer any questions about the course. The dates of the ICC meetings are posted <http://icc.gatech.edu/> **Make sure you select the appropriate tab**; **the Undergrad ICC meetings are at different times than the Graduate ICC meetings.**

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| **FOR ECE ADMINISTRATIVE USE ONLY**  **Special Topic Approval Dates:** TIG(s) \_\_\_\_\_\_\_\_\_\_\_\_\_ECE GC/UGC \_\_\_\_\_\_\_\_\_\_\_\_\_  **Permanent Course Number(s**)**:**  verified with Registrar’s Office  **Permanent Course Approval Dates**: TIG(s) \_\_\_\_\_\_\_\_\_\_\_\_\_ECE GC/UGC \_\_\_\_\_\_\_\_\_\_\_\_\_ECE Faculty \_\_\_\_\_\_\_\_\_\_\_\_\_  IGC/IUCC submission \_\_\_\_\_\_\_\_\_\_\_\_\_ IGC/IUCC \_\_\_\_\_\_\_\_\_\_\_\_\_ Academic Senate \_\_\_\_\_\_\_\_\_\_\_\_\_    ECE course database \_\_\_\_\_\_\_\_\_\_\_\_\_ ECE textbook database \_\_\_\_\_\_\_\_\_\_\_\_\_ |

SPECIAL TOPIC OR NEW COURSE PROPOSAL – ECE PART (COMPLETE BOTH ECE and ICC PARTS)

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| **1a.** **Course Title:** | | | | **2.** **Term and Year:** |
| **3.** **Level (Special Topics only):**  18xx  28xx  38xx  48xx  88xx (Graduate) | | | | |
| **4.** **Instructor(s) for this offering:** | | | | |
| **5.** **Campus(es) for this offering (for Special Topics only):**  Atlanta  Video  GT-Europe  GT-Shenzhen  Other: | | | | |
| **6.** **UG Elective/MS/PhD course domain(s):**  Bio  CSS  DSP  EDA  Emag  Energy  Micro  Optics  Sys&Ctrl  Telecom  VSDD  *Approval must be obtained from ALL TIGs responsible for the specified course domain(s) before submission to ECE CC.* | | | | |
| **7.** **Relation to** **Threads:** If the course is associated with a thread, indicate the thread name and if the course is to be required or a pick in the thread. If a pick, give the name of the pick menu. | | | | |
| **7.** **Textbooks:**  check here if NO textbooks are to be ordered for this course  *For each text to be ordered, specify either "required" or "optional" and provide the other requested information.  To specify more than three texts, include the information for the additional texts on the syllabus and check here:* | | | | |
| Reqd/Opt | | ISBN Number | Author, Title, Publisher, Year | |
| a) | |  |  | |
| b) | |  |  | |
| c) | |  |  | |
| **8.** **Special Considerations** (*e.g., major/level restrictions, cross-listing with another department, non-traditional scheduling)***:** | | | | |
| **9.** **Syllabus Checklist** (make sure your syllabus includes these items) | | | | |
|  | How students will be evaluated or graded (*Institute policy requires all lecture courses (e.g., 3-0-0-3, most 2-0-3-3) to have a final exam, given during the scheduled final exam period. For courses with major projects, an alternate final exam format (e.g., oral project presentations) may be approved.*) | | | |
|  | Course Outcomes (see next section and last page of this document for definition and examples) | | | |
|  | Three statements: (1) Office of Disability Statement (<https://disabilityservices.gatech.edu/>), (2) Academic Honor Code (<http://www.policylibrary.gatech.edu/student-affairs/academic-honor-code>), and (3) Institute Absence Policy (<http://www.catalog.gatech.edu/rules/4/>) | | | |

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| **10. Course Outcomes** (Maximum of 8 outcomes; maximum of 150 character each). These outcomes should also be listed in the syllabus. **Please see last page of this document for instructions**. *After successfully completing this course, students should be able to…* |
| Version as of 2/7/2023 |

**ICC part on next page**

NEW COURSE PROPOSAL

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| --- | --- | --- |
| **Course Number** (verify course number is available and has never been used**):**  **Descriptive Title** (long title)**:**  **CIP (**Classification of Instructional Programs) **Code:**  <https://nces.ed.gov/ipeds/cipcode> for more information on CIP Codes or contact the Registrar’s Office. Must be a six-digit number. | | |
| **TRANSCRIPT TITLE** – (24 characters including spaces):   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | | |
| **Catalog Description – (25 words or less)** | | |
| **Credit structure/Schedule type: See** [**http://catalog.gatech.edu/rules/2/**](http://catalog.gatech.edu/rules/2/) **or contact Academic Scheduling for questions** | | |
| **Contact hour to credit hour ratios** | **Schedule Type** | **Contact hours** |
| Effort 1 (1:1 contact to credit hour ratio) | Lecture/Discussion/Seminar/Internship |  |
| Effort 2 (2:1 contact to credit hour ratio) | Studio |  |
| Effort 3 (3:1 contact to credit hour ratio) | Supervised lab |  |
| Unsupervised lab |  |
| Mixed Lab (supervised and unsupervised) cannot be scheduled as 1 credit hour – must be in even numbers. See Academic Scheduling for questions. |  |
| Recitation | Recitation **(please mark contact hours box with ‘X’ as no credit/contact hours are associated)** |  |
| \*\*If course is non-billable/non-credit (i.e., paid internships or placeholder, then list ‘0’ credits for total credit hours, but still list contact hour/s | **Total credit hours:** |  |
| **Repeatability**  Is this course repeatable for credit: YES  NO | | |
| **Grade Mode Basis (check applicable boxes):** L/G  P/F  Audit  \*\*It is recommended all grade modes are selected as they can be restricted at the section level. | | |
| **Course Attributes (for undergraduate courses only):**  Humanities  Social Science  Lab Science  Ethics  \*\*A core curriculum form must accompany this request | | |
| **Course offerings: Has the course been taught as a special topic?**  YES, indicate Term/Year/Enrollment for each instance offered  NO, please state why | | |
| **Course Equivalency (should students receive credit if they have taken equivalent course?) \*\*Do not list Special Topics (X8XX) course numbers here.**  Is this course equivalent to another course taught at Ga. Tech? Is it cross- or dual-listed with any other courses? No Yes  If yes, list course number(s):  Is this course replacing a course? No  Yes  If yes, list course number(s): | | |
| **Prerequisites:(**For graduate level courses, Graduate Standing or Permission of Instructor is assumed, undergraduate pre-requisites are not enforced for graduate level courses)  **Prerequisites with concurrency**:  **Corequisites:** | | |
| **Planned Frequency of Offering (check box for each term offered and indicate projected enrollment):**  Fall  \_\_\_ Spring  \_\_\_ Summer  \_\_\_ | | |
| **Probable Instructors** \*\*list at least two – *Please mark with an asterisk any non-tenure track individuals.* | | |
| **Purpose of Course:** Please state any programs that the course may be used as a program requirement or elective option or if the course should not be used toward any program requirements (this include free electives). If the course has any impact on program requirements/elective options, then a program modification should accompany the new course proposal. | | |

Version as of 07/05/2022

**COURSE OUTCOMES (Instructions and Examples)**

***Course Outcomes*** describe, in a measurable way, students’ expected knowledge and/or skills upon successful completion of the course. **Course Outcomes should NOT have words** **such as “be familiar with” or “understand**”.

Course Outcomes should be course specific; in other words, it should be evident from the outcomes that the course is, for example, about analog circuits. Course Outcomes should be measurable and include action verbs (e.g., “analyze,” “demonstrate,” “describe,” or “design”) and should be written as the conclusion to the statement, “Upon successful completion of this course, students should be able to …”. Examples of appropriate course outcomes include the following:

Upon successful completion of this course, students should be able to …

* perform signed and unsigned addition and subtraction, observing errors.
* analyze signals in terms of their frequency content.
* design discrete single-stage amplifiers using BJTs and MOSFETs.
* write laboratory reports and documentation conforming to technical writing standards.